

PART I - SECTION G
CONTRACT ADMINISTRATION DATA

G.1. GOVERNMENT CONTACTS

- a. CONTRACTING OFFICER: The FAA Contracting Officer's name and address are as follows:

Federal Aviation Administration
John Gamble, Contracting Officer
Contracting For Services Group, AJA-48
800 Independence Ave.
Washington, DC 20591
Telephone (202) 385-6133
Facsimile (202) 493-4478
Email: john.gamble@faa.gov

- b. CONTRACTING OFFICER (ADMINISTRATIVE)

Federal Aviation Administration
Elisa Brown, Contracting Officer
Contracting For Services Group, AJA-48
800 Independence Ave.
Washington, DC 20591
Telephone (202) 267-3610
Email: elisa.brown@faa.gov

- c. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

Brett Brunk,
Aeronautical Information Mgmt Group, AJR-32
800 Independence Ave. SW
Washington, DC 20591
Telephone (202) 236-4243
Email: brett.brunk@faa.gov

G.2 AUTHORITY

G. 2.1 Contracting Officer's Authority

(a). The Contracting Officer has responsibility for ensuring the performance of all necessary actions for effective contracting, ensuring compliance with the terms of the contract, and safeguarding the interests of the United States in its contractual relationships. Accordingly, the Contracting Officer is the only individual who has the authority to enter into, administer, or terminate this contract. In addition, the Contracting Officer is the only person authorized to approve changes to any of the requirements under this contract, and notwithstanding any provision contained elsewhere in this contract, the said authority remains solely with the Contracting Officer.

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(b) The Contracting Officer may designate, in writing, representatives to perform functions required to administer this contract, however, any implied or expressed actions taken by these representatives must be within the limits cited within the Contracting Officer's written designations. The Contracting Officer shall provide the contractor copies of all relevant written designations. If any individual alleges to be a representative of the Contracting Officer and the contractor has not received a copy of the document designating that representative, the Contractor shall refrain from acting upon their representative's requirements and immediately contact the Contracting Officer to obtain a copy of the document designating that individual as a representative of the Contracting Officer.

(c) The Contractor shall immediately notify the Contracting Officer for clarification when a question arises regarding the authority of any person to act for the Contracting Officer under the contract.

(d) The Contracting Officer (CO) identified below has the overall responsibility of this contract and resultant administration. The CO is authorized to take actions on behalf of the Government to amend, modify, or deviate from the contract terms, conditions, and requirements. The CO may delegate certain other responsibilities to his/her authorized representatives or Contracting Officer's Technical Representative (COTR).

G.2.2 Contracting Officer's Technical Representative

(a) The Contracting Officer may designate other Government personnel (known as the Contracting Officer's Technical Representative) to act as his/her authorized representative for contract administration functions, which do not involve changes to the scope, price, schedule or terms and conditions of the contract. The designation will be in writing, signed by the Contracting Officer and will set forth the authorities and limitations of the representative(s) under the contract. Such designation will not contain authority to sign contractual documents, order contract changes, modify contract terms or create any commitment of liability on the part of the Government different from that set forth in the contract.

The COTR is responsible for the technical administration of the contract and the technical liaison with the Contractor. The COTR is not authorized to change the scope of work or specifications in the contract, to make any commitments or otherwise obligate the Government or authorize any changes which affect the contract price, delivery schedule, period of performance, or other terms and conditions of the contract.

The COTR is responsible for monitoring progress and overall technical management of the work hereunder and shall be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order or other matter deviating from the terms of the contract between the Contractor and any person other than the Contracting Officer be effective or binding upon the Government, unless a contract modification or letter of direction is executed by the Contracting Officer prior to completion of this contract.

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On all matters that pertain to contract terms, the Contractor must contact the Contracting Officer. When, in the opinion of the Contractor, the COTR requests effort outside the existing scope of the contract, the Contractor will promptly notify the Contracting Officer. The Contractor under such request must take no action unless and until the Contracting Officer has issued a letter of direction or a contract modification.

(b) The Contractor must immediately contact the Contracting Officer if there is any question regarding the authority of an individual to act on behalf of the Contracting Officer under this contract.

In no event, however, will any understanding or agreement, modification, change order or other matter deviating from the terms of this contract be effective or binding upon the Government or Contractor, unless agreed to by the Contracting Officer and Contractor's authorized representative.

G.3 CORRESPONDENCE PROCEDURES

To promote timely and effective contract administration, correspondence (except for invoices and deliverable items), submitted under this contract shall be subject to the following procedures

(a) Technical Correspondence of a Routine Nature: This correspondence shall be addressed to the designated COTR, with an information copy of the correspondence to the Contracting Officer

(b) Other Correspondence: Technical correspondence where patent or technical data issues are involved, and correspondence which proposes or otherwise involves waivers, deviations, or modifications to the contract requirements, terms or conditions shall be addressed to the Contracting Officer, AJA-48, with an information copy of the correspondence to the COTR. All correspondence must contain a subject line commencing with the contract number

(c) E-Mail: The FAA and the Contractor may use e-mail to transmit correspondence and/or data when deemed necessary. The date of the e-mail shall be considered the delivery date of the document. The e-mail will be followed by the original paper copy of the correspondence/data in the next business day's mail.

G.4 INVOICES

The invoice package must include a properly completed commercial invoice in a suitable format which will include the following, if applicable

- (a) Name and address of contractor
- (b) Invoice date.
- (c) Invoice Number
- (d) Contract number (to include applicable order numbers and contract line item numbers (CLIN))
- (e) Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed
- (f) Shipping and payment terms, to include, when applicable:
- (1) Shipment number and date of shipment;

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- (ii) Bill of lading number and weight (for government bills of lading); and
- (iii) Prompt payment discount terms.
- (g) Name and address of contractor official to whom payment is to be sent.
- (h) Name, title, phone number, and mailing address of person to be notified of a defective invoice.
- (i) Other information required by the contract (i.e. certified payrolls, evidence of shipment, etc).
- (j) Must be broken out by element of cost (including related percentages, i.e. Overhead 30%)

At any time before the final payment, the Contracting Officer may request an audit of the invoices or vouchers and substantiating material, with upward or downward adjustments in payments, as appropriate.

The Contractor must submit to the CO and COTR, a final invoice with substantiating documentation as promptly as practicable following completion of the work under this contract, but in no event later than 1 (one) year (or such longer period as the Contracting officer may approve in writing) from the date of completion. The Contractor must maintain daily work records, showing all performed time in hours or fractions (to the nearest quarter hour spend in completing the Contractor's efforts) for which the bill is rendered.

The designated billing office is as follows:

U.S. MAIL

FAA Accounts Payable Branch, AMZ-110
PO Box 25710
Oklahoma City, OK 73125

EXPRESS MAIL

FAA Accounts Payable Branch, AMZ-110
6500 S. MacArthur Blvd.
Oklahoma City, OK 73169

G.5 PROCEDURES FOR SUBMISSION OF INVOICES

The Contractor must submit an original and one copy (with no supporting data) of all invoices to the designated billing office. Additionally, the Contractor shall provide one copy to the designated COTR (with supporting data); and a copy marked "Contracting Officer's Original" (with supporting data) to the Contracting Officer. The invoices must comply fully with the requirements of FAA AMS 3.3 1-17, Prompt Payment (January 2008) set forth in Section I of this contract.

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The Contractor must place the following statement on each invoice, signed by an authorized company representative:

This is to certify that the services set forth herein were performed during the period stated, and that incurred costs billed were actually expended.

*Signature of Contractor's
Authorized Representative*

Date of Invoice

In addition, send, via email, copies of the invoice(s) in PDF file format to each of the following, for review and acceptance: (1) the COTR at amy.johns@faa.gov, and (2) the Contracting Officer at john.gamble@faa.gov and (3) the Contracting Office POC at elisa.brown@faa.gov.

The Contracting Officer will authorize payments in amounts determined to be allowable in accordance with the FAA AMS 3.3.2-1 - FAA Cost Principles (October 1996).

G.6. FUNDING

The total Estimated Cost-Plus-Fixed-Fee of this contract is _____, consisting of a total estimated cost of \$_____ and a fixed fee of \$_____. The total amount currently funded and available for payment is \$_____. This covers the estimated cost of \$_____ and a fixed fee of \$_____.

This contract is currently incrementally funded in the amount of \$_____. The maximum liability of the Government hereunder is \$_____.

G.7 ACCOUNTING AND APPROPRIATION DATA

The accounting and appropriation data is assigned as follows for the amount of funding obligated under this contract: